

Military Police

Security Identification Badge System (SIBS)

**Headquarters
U.S. Army Medical Department Activity
Fort George G. Meade
2480 Llewellyn Avenue
Fort George G. Meade, MD 20755-5800
20 May 2003**

Unclassified

SUMMARY of CHANGE

MEDDAC MEMO 190-1
Security Identification Badge System (SIBS)

Specifically, this revision—

- o Has been published in a new format that includes a cover and this “Summary of Change” page.
- o Reformats the title page. The Contents section now includes the page numbers that the various chapters and paragraphs begin on.
- o Changes references of the location of Plans, Training, Mobilization and Security Division (PTM&S) and the Civilian Personnel Liaison to building 2481.
- o Changes references to the staff duty NCO to administrative officer of the day.
- o Requires supervisory personnel of contract employees who are terminated to take the security identification badges from those employees and turn them in to PTM&S not later than one week after the employee’s termination.

Department of the Army
Headquarters
United States Army Medical Department Activity
2480 Llewellyn Avenue
Fort George G. Meade, Maryland 20755-5800
20 May 2003

* MEDDAC
Memorandum 190-1

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Security Identification Badge System (SIBS)

FOR THE COMMANDER:

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History. This is the fifth revision of this memorandum, which was originally published on 3 October 1994.

Summary. This memorandum covers the policies and mandates the

procedures for issuance and utilization of security badges within Kimbrough Ambulatory Care Center (KACC).

Applicability. This memorandum applies to Headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC) (that is, KACC). Specifically, it is applicable to all Government employees, contract employees, and Red Cross volunteers of KACC. It also applies to vendors whenever they are engaged in business within KACC facilities. (The term "contract employee" is explained in the glossary.)

Proponent. The proponent of this regulation is the Chief, Plans, Training, Mobilization and Security

Division (PTM&S).

Suggested improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-PTMS, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@na.amedd.army.mil.

Distribution. Distribution of this publication is by electronic medium only.

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* This publication supersedes MEDDAC Memo 190-1, dated 29 October 2001.

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Glossary

Chapter 1

Introduction

1-1. Purpose

This Memorandum prescribes policies, procedures and responsibilities for the issuance, accountability, turn-in, and disposition of security identification badges within KACC.

1-2. References

Related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this publication are explained in the glossary.

1-4. Responsibilities

a. *Department and division chiefs.* Department and division chiefs will ensure that all employees assigned to their activities are briefed regarding their responsibilities in accordance with this regulation, that all employees are directed to report to PTM&S for issuance of a security identification badge, and that their employees wear the badges as prescribed by paragraph 2-1, below. (The term "department" is explained in the glossary.)

b. *The Chief, PTM&S.* The Chief, PTM&S will—

- (1) Implement and supervise the KACC SIBS.
- (2) Issue badges with clips or chains.
- (3) Destroy badges when necessary.
- (4) Maintain equipment and supplies necessary to support the SIBS.
- (5) Coordinate SIBS enforcement efforts.
- (6) Maintain records to ensure system integrity.

Chapter 2

Wearing of Security Identification Badges; Issue and Turn-in of Badges; Lost, Stolen, Damaged, and Found Badges; Contract Employees, Red Cross Volunteers, and Vendors; and Enforcement

2-1. Wearing of security identification badges

a. The badge will be worn at all times by all Government employees, contract employees, Red Cross volunteers, and vendors within the buildings comprised of KACC. The photographic portion will be turned outward from the body in order to identify the wearer.

b. Military personnel, when wearing the class "A" and class "B" uniform will clip the badge to the inside of the left epaulet or front left side of the collar. When wearing a lab coat, the badge will be placed on the front left side of the lab coat collar. On the battle dress uniform, the badge will be attached to the left pocket/flap, below the U.S. Army name tag.

c. Civilian personnel will wear the badge around their neck, with a 30-inch-long chain, or clipped to the left top shirt/coat lapel or left pocket.

2-2. Issue and turn-in

a. Newly assigned personnel will report to PTM&S on the first floor of building 2481 to be

issued a digitally produced photo identification badge (PIB). The PIB will also contain the following essential elements of information:

- (1) Name.
- (2) Position or office.
- (3) Section or clinic.

b. Upon reassignment, transfer, or termination of employment in the MEDDAC, military personnel will report to PTM&S (first floor, building 2481) to turn-in their security identification badges. Civilian employees will turn in their PIBs to the Civilian Personnel Liaison (located in the Human Resources Division on the first floor of building 2481), who will forward the PIBs to PTM&S. Contract employees will turn in their PIBs to their respective MEDDAC supervisors (that is, the officer in charge, civilian supervisor, or noncommissioned officer in charge), who will forward the badges to PTM&S not later than one week after termination.

c. Issuance of temporary badges to employees. A KACC military, civilian or contract employee who reports to work without his or her PIB will report to PTM&S for issuance of a temporary badge. Upon retrieval of the PIB, the employee will return the temporary badge to PTM&S.

2-3. Lost, stolen, damaged and found badges

a. Lost or stolen badges will be immediately reported to PTM&S (building 2481) during duty hours, or to the KACC administrative officer of the day (AOD) during non-duty hours, by the individual to whom the badge was issued.

b. Found badges will be returned to PTM&S.

c. Individuals whose badges were lost or damaged will report to PTM&S for issue of a replacement.

2-4. Contract employees, Red Cross (RC) volunteers, and vendors

a. All contract employees and RC volunteers will report to one of the following areas for approval to enter the facility and issuance of a PIB. Vendors will report to one of the following areas for approval to enter the facility and issuance of a temporary (no photo) identification badge (TIB).

(1) *Pharmacy*. Pharmaceutical vendors doing business within the facility.

(2) *Logistics Division*. Contractor personnel, vendors and sales personnel working within the facility.

(3) *Library*. Vendors with book displays.

(4) *PTM&S*. All others.

b. All contract employees, RC volunteers, and vendors will provide identification, with photograph, prior to issuance of a PIB or TIB.

2-5. Enforcement

a. During duty hours, all employees are expected to politely challenge any suspicious individual not wearing a valid badge. PTM&S will be notified immediately and investigate if the person cannot or will not produce a valid badge.

b. During non-duty hours, any suspicious looking individual who is wearing a valid badge should be politely challenged. If the individual is seen in a relatively isolated area, such as a closed clinic or the basement, do not attempt to challenge that person; instead, notify the AOD, who will investigate the situation.

c. Administrative action may be taken against individuals who willfully disregard provision of this regulation.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related publications

A related publication is merely an additional source of information. The user does not have to read it in order to understand this publication.

AR 190-13

The Army Physical Security Program

AR 310-25

Dictionary of United States Army Terms

AR 310-50

Authorized Abbreviations, Brevity Codes, and Acronyms

AR 600-8-14

Identification Cards, Tags, and Badges

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

KACC

Kimbrough Ambulatory Care Center

MEDDAC

U.S. Army Medical Department Activity, Fort George G. Meade

PIB

photo identification badge

PTM&S

Plans, Training, Mobilization and Security Division

SIBS

Security Identification Badge System

TIB

temporary identification badge

Section II Terms

Contract employee

Any civilian employee of Kimbrough Ambulatory Care Center who is not a direct hire of the U.S. Army. (Red Cross volunteers are not employees.)

Department

Any organizational element within KACC whose chief is directly subordinate to the Deputy Commander for Clinical Services or the Deputy Commander for Nursing.